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# Department of Defense **INSTRUCTION**

June 14, 1996  
NUMBER 1304.27

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ASD(FMP)

SUBJECT: Award and Administration of Special Duty Assignment Pay

References:

- (a) DoD Instruction 1304.27, subject as above, April 24, 1995 (hereby canceled)
- (b) Section 307 of title 37, United States Code
- (c) DoD 1312.1-I, "DoD Occupational Conversion Index," September 1993, authorized by DoD Instruction 1312.1, August 9, 1995
- (d) Title 10, United States Code
- (e) DoD 7000.14-R, Volume 7A, "Department of Defense Financial Management Regulation, Military Pay Policy and Procedures Active Duty and Reserve Pay," December 1994, authorized by DoD Instruction 7000.14, November 15, 1992

## A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to implement policy, and to update responsibilities and procedures under reference (b) for the administration of special duty assignment pay for active enlisted members.

## B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Coast Guard (by agreement with the Department of Transportation when the Coast Guard is not operating as a Service in the Navy), the Chairman of the Joint Chiefs of Staff, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

## C. POLICY

It is DoD policy under reference (b) that the Military Services use special duty assignment pay, which is a monthly pay in addition to any other pay and allowances to which an enlisted member is entitled, to compensate an enlisted member who serves in an assignment requiring the performance of extremely demanding duties or duties demanding an unusual degree of responsibility.

#### **D. RESPONSIBILITIES**

1. The Assistant Secretary of Defense for Force Management Policy, under the Under Secretary of Defense for Personnel and Readiness, shall establish policy, provide guidance, and review the special duty assignment pay program of the Military Departments.
2. The Commandant of the Coast Guard shall review the special duty assignment pay program within the Coast Guard.
3. The Secretaries of the Military Departments shall administer special duty assignment pay in accordance with this Instruction and 37 U.S.C. 307 (reference (b)).

#### **E. PROCEDURES**

1. Consistent with DoD 1312.1-I (reference (c)), the Military Services concerned shall identify military specialties eligible for special duty assignment pay. Military specialties are those elements of the enlisted classification structure appropriate to the Military Service concerned that identify individual positions or groups of closely related positions on the basis of the similarity of the duties involved. Military specialties provide occupational standards for procurement, training, classification, assignment, and career development, and identify military skills so closely related that a degree of interchange exists between members. Military specialties also establish a normal career progression pattern for members. Occupational qualifications required for effective performance in such positions shall also be considered.
2. Pay ratings for qualifying duties are established by the Military Service concerned. The amount of special duty assignment pay for pay ratings and the monthly rate follow: SD-1, \$55; SD-2, \$110; SD-3, \$165; SD-4, \$220; SD-5, \$275; and SD-6 for production recruiters only, \$375.
3. The SD-6 level was established for payment to production recruiters in the Military Services under reference (b), effective April 1, 1996. For other than production recruiters, the Military Services may designate "duties eligible for award of special duty assignment pay," and the SD level awarded, when the duties meet one of the following criteria:
  - a. Extremely demanding personal effort is necessary to ensure successful mission accomplishment.
  - b. A greater than normal degree of responsibility or difficulty is expected in a regular military assignment for a member's grade and experience.
  - c. The requirement of special qualifications is met through rigorous screening and special schooling.
4. An enlisted member is eligible to receive special duty assignment pay when the member meets all of the following conditions:

- a. Is on active duty (other than active duty for training as a Reserve for less than 180 days) and entitled to basic pay.
- b. Is serving in pay grade E-3, or higher.
- c. Has completed the special schooling or equivalent on-the-job training required for qualification in the special duty assignment. The duration of on-the-job training must be at least as long as the equivalent formal school training and must fully qualify the member of the special duty assignment.
- d. Is certified by the Military Service concerned as "qualified for and serving in an authorized position in a duty assignment designated for award of special duty pay."
- e. Attains eligibility under paragraphs E.4.a. through E.4.d., above, before the effective date of termination of awards in any special duty assignment designated for termination of award.
- f. Meets the requirements of service, in accordance with 10 U.S.C. (reference (d)), and other conditions of eligibility that the Secretary of the Military Department concerned prescribes.

#### 5. Termination of Individual Member Award

- a. The Military Service shall terminate special duty assignment pay for a member when it is determined that the member fails to maintain the requirements for continued receipt.
- b. When a member receiving special duty assignment pay is reclassified to a different military specialty, the member's pay shall be terminated in accordance with DoD 7000.14-R, Vol. 7A, Table 1-8-2, Rule 19 (reference (e)), unless the member is immediately assigned to another military specialty eligible for such pay.
- c. A member receiving special duty assignment pay must serve in the special duty assignment on which the pay is based. When a member receiving that pay is assigned or detailed to any duty not requiring qualification in the special duty assignment on which the pay is based, the pay shall be terminated at the time of that assignment or detail. That does not apply to a member who is, as follows:
  - (1) Performing an additional duty that does not interfere substantially with performance in the special duty assignment.
  - (2) Performing a temporary or special duty that does not exceed 90 days.
  - (3) Attending a course of instruction in which the course is related directly to or is necessary for continued qualification in the special duty assignment.
  - (4) In patient or pipeline status.

(5) On authorized leave.

6. When special duty assignment pay is designated for "reduction or termination of award," an effective date for reduction or termination shall be announced to the field at least 60 days in advance. A member serving in a duty designated for "termination of award" shall have the special duty assignment pay reduced by one half on the effective date of the termination.

a. Receipt of the one-half rate shall continue for a maximum of 1 year following the effective date of the termination, if the member has continued qualification and service in the specialty on which his or her pay was based.

b. No new awards shall be made on or after the effective date in specialties designated for "termination of award."

7. The eligibility and payment authority for each member receiving special duty assignment pay shall be reviewed and certified annually by the Military Service concerned. Military pay systems automatically discontinue payment of special duty assignment pay on the annual anniversary date of such pay if a positive certification has not been made that the member in question is still eligible to receive the pay.

8. The Military Services shall coordinate with the Office of the Assistant Secretary of Defense for Force Management Policy under the following circumstances:

a. Reprograming actions that are needed to fund proposed program adjustments.

b. Proposed adjustments that would affect an area of special interest to the Congress (for example, the initiation of a new special duty assignment pay policy affecting the overall recruiting program).

c. Adjustments that would create an impression of inconsistency with the intent of 37 U.S.C. 307 (reference (b)).

F. EFFECTIVE DATE

This Instruction is effective immediately.



F. Pang  
Assistant Secretary of Defense  
Force Management Policy